ANSWER KEY WITH EXPLANATIONS

Office Vocabulary in English Quiz: Deadline, Overtime, Shift

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1	**A**	2	**B**	3	**C**	4	**D**	5	**A**	6	**B**	7	**C**	8	**D**	9	**A**	10	**B**
11	**C**	12	**D**	13	**A**	14	**B**	15	**C**										

Explanations

1. The ___ for the report is Friday at five. After that, it's too late.
✔ **A) deadline**
A deadline is the day or time when the work must be finished.

2. My ___ is very full this week: I have meetings every day.
✔ **B) schedule**
Your schedule is your plan for the day or the week.

3. I worked three extra hours last night, and I got paid for the ___.
✔ **C) overtime**
Overtime is extra hours after your normal working day.

4. Nurses take turns, so the hospital never closes. This week Ana works the night ___.
✔ **D) shift**
A shift is your working hours when workers take turns.

5. Tom isn't at work today. He's got flu, so he's ___.
✔ **A) off sick**
Off sick means not at work because you are ill. In American English, people say out sick.

6. She's in Berlin for three days for her company. She's on a ___.
✔ **B) business trip**
On a business trip, you travel for your job, not for a holiday.

7. My brother works in the sales ___ of a big company.
✔ **C) department**
A department is one part of a big company, like sales or IT.

8. Who's ___ the new website?
✔ **D) in charge of**
The phrase is in charge of: you lead it and make the decisions.

9. The page is on my computer screen. Can you ___ it for me?
✔ **A) print**
You print a page from a computer onto paper.

10. This page is in a book. Can you ___ it for everyone?
✔ **B) photocopy**
You photocopy a page that is already on paper.

11. I can't open the ___ in your email. Can you send it again?
✔ **C) attachment**
An attachment is a file that travels with an email.

12. I'm writing a ___ on last month's sales for my manager.
✔ **D) report**
A report is a long piece of writing about what happened or what you found out.

13. Tomorrow I'm ___ a presentation to the whole team.
✔ **A) giving**
We say give a presentation.

14. You stand up and talk to a group about a topic, with pictures on a screen: you give a ___.
✔ **B) presentation**
A presentation is a talk to a group, often with pictures on a screen.

15. Which sentence is right?
✔ **C) I must meet the deadline.**
We say meet a deadline, a lot of overtime (no plural), finish it by Friday and in charge of.

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